

Activity Completion Tracking

Using Activity Completion tracking and reports is a great way to track student progress and participation. You can assign activity completion settings to assignments, discussion forums, quizzes, and other activities or documents in the course.

ACTIVITY COMPLETION SETTING

Each activity in Moodle has different activity completion settings. The main three settings for activity completion are:

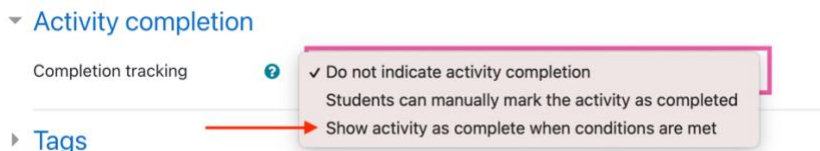
Do not indicate activity completion: This option will not populate the activity completion log and there will be no check mark box next to the activity.

Student can manually mark activity as complete: This allows students to manually check-off the check mark box next to the activity. If they check-off an activity it will populate the activity completion log.

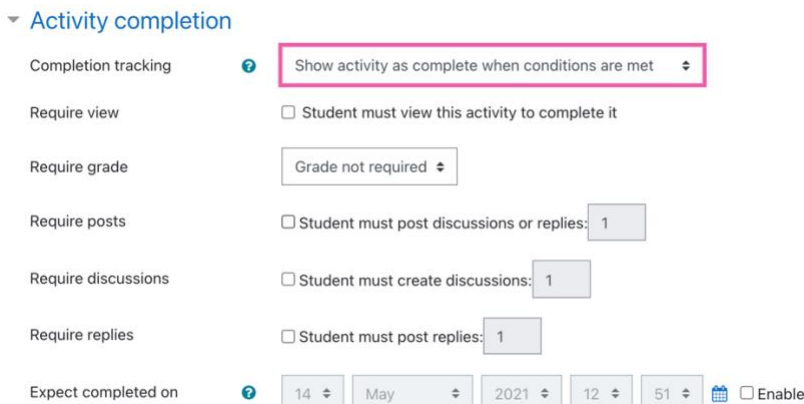
Show activity as complete when conditions are met: This allows you to select activity completion conditions. Once the condition is met students will automatically receive a check mark next to the activity and in the activity completion log.

SETTING ACTIVITY COMPLETION CONDITIONS IN AN ACTIVITY

Go to an activity such as discussion forum and click on “Edit Settings.” Scroll down to “Activity Completion” and select “Show activity as complete when conditions are met.”



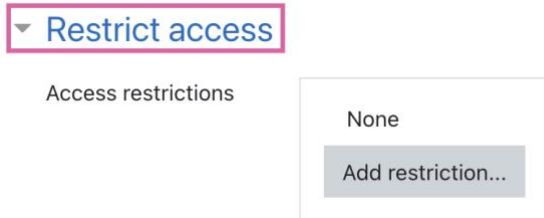
Next, select the conditions that you would like students to complete in order to receive a check mark of completion in the activity report.



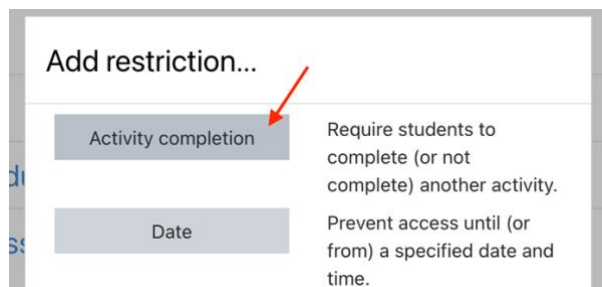
RESTRICT ACCESS

You can use the restrict access setting to hide an activity until another one is completed. For example, if a student must submit an assignment before completing a quiz. You can adjust the activity completion settings to “student must submit this assignment” and adjust the quiz settings to restricted until “assignment is submitted. You can do this by doing the following:

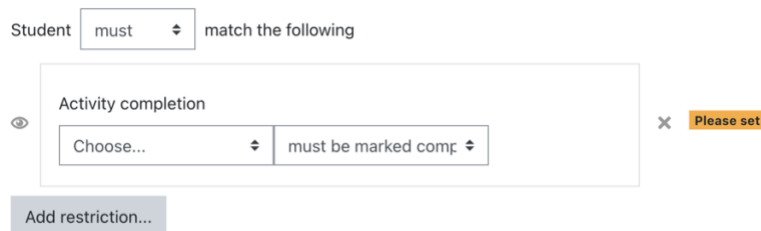
Click on “add restriction”



Select “Activity Completion”



And select the desired “Access Restrictions”



WAYS TO USE ACTIVITY COMPLETION

Activity Completion can be a creative way to track student participation with students asynchronously. You can use activity completion in the following ways:

- To see if students have viewed or clicked on a document or reading.
- To track student discussion forum participation and use the results to determine their participation grade.
- To monitor who has submitted assignments and quizzes.
- To get an overview of your classes progress and take note of activities or assignments where they may be falling behind.
- Combine activity completion and restrict access settings to make certain activities visible only on the completion of another.